

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9 JUNE 2014 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD.

PRESENT: Cllr. David Taylor, Chairman of Council
Cllr. Terry Brooker, Vice Chairman
Cllr. Jeff Baldwin
Cllr. Barrie Blundell
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, 7 parishioners.

The meeting convened at 19.45

1 APLOGIES

Apologies were received and accepted from Cllr. Ford who was unwell and Cllr. Bent who was on holiday. Members signed the attendance register.

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS not already noted in Councillors' Registers of Interests.
Nil

2.1 DISPENSATIONS

Nil

3. CHAIRMAN: DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman made the declaration of Acceptance of Office. This should have been made at the May meeting. The written Acceptance of Office had already been made in the presence of the Clerk.

4 RESOLVED: The Minutes of the Parish Council meeting held on Monday 12 May 2014 were Approved and Signed as a True Record.

5 FINANCE

5.1 RESOLVED: That the Accounts as itemised be paid.

Proposed by **Cllr. Brooker**, seconded by **Cllr Bent**; carried unanimously.

Payments include VAT where relevant

CQ612	Priory Print & Stationery		£ 150.00
CQ613	BT		£ 151.85
CQ614	Liberty Washroom Services		£ 84.00
CQ615	R Nunn, allotment works		£ 100.00
CQ616	Arco, cleaning supplies		£ 110.03
CQ617	British Gas, Parish Room	£349.81	
CQ617	British Gas, Pavilion	<u>£428.52</u>	£ 778.33
CQ619	Commercial Services rec.gd weeding etc	£600.00	
CQ619	Commercial Services rec.gd.veritidrain	<u>£1008.00</u>	£1608.00
CQ620	Homemaid, cleaners		£ 181.50
CQ621	Coolings nursery,, flower bed maintenance		£ 450.00
CQ622	Viridor Waste Management, waste collection Pavilion		£ 53.52
CQ618	Clerk repayment, Chairman's allowance APM		£ 59.62
CQ623	Arborconcepts, pollarding limes, Church Rd		£ 220.00
CQ629	Falvey & Brown, fencing allotments		£ 230.00
CQ6625	Sevenoaks Glazing, replacement window pavilion		£ 108.00
CQ626	Clerk repayment, padlocks allotments		£ 67.85
CQ628	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet allowance	£ 16.66	
	Office allowance April – June	£ 40.00	
	Computer allowance April – June	£ 30.00	
	Mileage: 4 x Bank @ 11; 1 x Arco @12;		
	Oxford @ 12 = 68	<u>£ 30.60</u>	£ 117.26
DD	EDF Parish Room	£ 13.00.	
DD	EDF Pavilion	<u>£ 24.00</u>	<u>£ 37.00</u>
	TOTAL PAYMENTS AS AT 9 JUNE 1 2014		£4506.96

CQ627 Salary payment Mrs King Scott, Clerk
Cheques were signed at the close of business by **Cllrs. Barrie Blundell and Jeff Baldwin**

5.2.1	RECEIPTS AS AT 9 JUNE 2014	
V1180	Mrs Keeper, Parish Room (Inv 1&2)	£ 210.,00
V1180	Pratts Bottom DS Pavilion (Inv 9)	<u>£ 70..00</u>
V1181	Mr Carter, Pavilion (Inv 18)	£ 90.00
V1182	Mrs Dennett, Flower Bed sponsor (Inv 23)	£ 125.00
V1182	Pratts Bottom DS – Pavilion (Inv 21)	£ 14.00
V1184	Mrs Wilcox, Parish Room, (Inv 15)	£ 42.00
BACS	SDC, Pavilion (election)	£ 132.75
BACS	Mr & Mrs Morgan, Flower Bed sponsor	£ 125.00
BACS	R&C VAT repayment,,last quarter 2013-14	<u>£2153.18</u>
	TOTAL RECEIPTS AS AT 9 JUNE 2014	£2961.93

5.3 Acceptance and approval of End of Year Accounts 2013-2014

The Chairman read the Annual Governance Statement for the year and councillors agreed that the form should be completed, accepting responsibility for the document. The Annual Return was duly signed by the Chairman and the Clerk.

Cllr. Blundell proposed, seconded by Cllr. Bent that the accounts be approved and accepted; carried unanimously.

RESOLVED: that the Annual Return and Annual Governance Statement 2013-2014 should be accepted.

5.4 Council Tax Support Grant

Nothing further has been received concerning this matter including nil response from Brandon Lewis MP and Cllr. Peter Fleming, Leader of SDC.

After discussion it was proposed by Cllr. Brooker, seconded by Cllr. Baldwin that the Clerk should write to Mr Fallon MP informing him of the current situation. A copy of this will be sent to Eric Pickles MP Minister for Communities and Local Government. It was suggested that copy be sent to Westerham Town Council.

RESOLVED: that the Clerk should write to Mr Fallon MP informing him that Council had not received any information from Sevenoaks District Council or Brandon Lewis MP

20.19 SO1d the chairman adjourned the meeting for parishioners to speak.

20.21The Chairman reconvened the meeting.

6. **DISTRICT COUNCILLORS REPORT**

No reports

7. **CLERK'S REPORT**

7.1 Policing.

Incidents May – June. Attempted break in Otford Lane, same property targeted last year on two occasions.

A surgery was held at Cabbages and Kings but no attendees. PCSO Boyden has delivered leaflets to homes in the villages and provided back-up support for victims of crime. Also arranged bicycle marking.

7.2 Hedge at Warren Court.

No favourable progress. KCC Highways – not their responsibility, stated no right to light. SDC provided literature On 'High Hedges'; but will only be involved if it can be proven that no other measures have worked. The charge to progress action by SDC would be £650. The Parish Council has no power to request action in this situation. Clerk will write to Mr Draper.

7.3 CCTV at Knockholt Station.

Contacted Mr Boreman (SDC), cost to install a camera would be £100,000 but logistically impossible as the station is outside the range for data retrieval. Sharon Wright (SDC) runs the unit and is able to arrange a mobile camera through the Community programme but the use must be supported by crime reports. There have been no reported incidents of crime at the station. People with damaged vehicles must make a crime report. Clerk will speak to our PCSO

8. **PLANNING COMMITTEE**

RESOLVED: The Minutes of the Planning Committee meeting held on Thursday 19 May 2014 were Approved and Signed as a True Record

8.2 Applications Received

SE/14/01363/FUL TRI OFFICERS MESS 1 – 4 ARMSTRONG CLOSE, HALSTEAD TN14 7BS

Conversion of former officers accommodation (sui generis us) to provide 10 x two bedroom flats with secure cycle storage, associated car parking and amenity space. – **No comments made**

SE/14/01482/HOUSE THE RETREAT, KNOCKHOLT ROAD, HALSTEAD TN14 7EU

Reconstruction of a conservatory to rear of family dwelling – **No objection**

SE/14/01434/FUL LAND WEST OF ELITE MOTORS, FOXS GARAGES, ORPINGTON BYPASS, BADGERS MOUNT TN14 7AP – ADJOINING PARISH CONSULTATION

Demolition of the existing buildings on site and erection of four new detached residential properties - **Objection**

8.3 Application Decisions

8.3.1 **Granted**

14/01036/HOUSE 3 THE MANOR, HALSTEAD PLACE TN14 7BJ

Fit new bi-fold doors into existing window opening on the east elevation. - **Noted**

8.3.2 **Refused**

Nil

8.3.3 Consultation: Travellers Sites. Response required by 4 July

A date to be arranged in the near future for the Planning Committee to discuss this and respond to the consultation. Regarding the letter received from Shoreham Parish it was agreed to look into the matter further. The Clerk will speak to the Clerks of Shoreham and Knockholt PCs to ascertain if representatives would like to meet with Halstead to discuss the consultation. Two sites have been selected in Halstead; one the Site at Station Court which was to be made permanent plus another six pitches; the other on Star Hill on Fort land. There is no plan to locate a site on Fort Halstead major development area. Cllr. Baldwin stated that there should be a three miles distance between sites

8.3.4 Membership of the planning committee.

Cllr. Grosvenor proposed that Cllr. Blundell should be a member of the Planning Committee, seconded by Cllr. Brooker and carried.

RESOLVED: Cllr. Blundell shall be a member of the Planning Committee for the Council year.

9 **AMENITIES AND HIGHWAYS COMMITTEE**

9.1 Hedge at Warren Court Farm, Knockholt Road – dealt with under the Clerk's report. Cllr. Baldwin has advised The Clerk of hedges which required cutting.

9.2 Allotments

Update.

9.2.1 Car park: Quotes are being sources to prepare the car park. It was resolved after much discussion that the allotments should not be cut again until the car park has been prepared.

9.2.2 To agree and accept quotation for £290 being payment to Mr Elliott to cut and dig over the allotments, one day's work. Proposed by Cllr. Blundell, seconded by Cllr. Baldwin and carried.

RESOLVED: that Mr David Elliott shall be paid £290 to cut and turnover the allotments – date to be agreed.

9.2.3 Plots will be marked out as soon as possible.

9.2.4 The allotmenters should be contacted as soon as possible with tenancy agreements.

9.3 Emptying of two bins in children's play area.

The Clerk has been carrying out this job was many years. It was agreed she should not continue to do so.

A quotation has been received from Dunbrik Depot for £15 to carry out this work on a two weekly basis.

Cllr. Baldwin proposed, seconded by Cllr. Blundell that this quotation should be accepted; carried unanimously.

RESOLVED: that the quotation from Dunbrik Dept to empty the two bins in the children's play area for £15 on a two week basis should be accepted.

10 **INFORMATION**

Nil

11 **DATE OF NEXT MEETING OF THE PARISH COUNCIL**

MONDAY 14 JULY 2014 ON THE PAVILION, STATION ROAD AT 19.45

The meeting closed at 21.19

